

# DHRM BULLETIN

**Effective Date:** April 19, 1997

**Reference:** R477-8-3(1)  
R477-8-6

**SUBJECT:** Alternative Work Schedules

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Effective April 19, 1997, alternative work schedules (Attachment I) shall be available to agency managers. The goal of these schedules is to provide agencies greater flexibility in scheduling employees so as to curtail traffic congestion while ensuring the public's access to services provided by state agencies.

Managers need not establish the same work schedule for all employees. However, once the beginning time of an employee's work week is established, it remains fixed regardless of the schedule of hours worked by the employee. The beginning of the work week may be changed if the change is intended to be permanent and is not designed to evade the overtime requirements of the Fair Labor Standards Act (FLSA).

The new work schedules enhance and promote the use of flex time. Flex time allows agency managers the flexibility to schedule employees outside of the traditional 8 AM to 5 PM, Monday through Friday, schedule. Flex time affords managers the option of scheduling nine- (9) or ten- (10) hour work days providing affected employees additional time off while not incurring overtime.

Each work schedule is identified by a three-digit number known as a Work Schedule Code. Each code is unique, designating the hours worked each day by the employee and the affected employee's day off. The code, once entered into the state's automated time and attendance system, will print out the employee's schedule on the State of Utah Bi-Weekly Time Sheet.

The new Work Schedule Codes are identified on the attachment. There are Work Schedule Codes for employees approved for a ten-hour day, and for employees working nine-hour days. Special attention must be given to the nine-hour day schedules. The work week for these schedules, unlike the normal work week, do not begin at 12:00 AM on Saturday and end the following Friday at 11:59 PM. The nine-hour work week schedules begin on Friday at Noon and end the following Friday at 11:59 AM. An employee, working the Friday afternoon, records these hours accurately on a timecard. However, the computer then artificially allocates the hours to Saturday.

In order to use these new Work Schedule Codes, the following is necessary:

- ? Each department determines if the new work schedules are to be utilized. If the new schedules are deemed to be practical and appropriate, then policies shall be written to govern their use.
- ? Employees approved to utilize one of the new schedules shall sign the Work Week Election and Agreement Form.
- ? The Agreement Form shall remain in effect for a period of time determined by agency management.

JAM:csm

Attachment(s):        Alternative Work Schedules (5)